

**Application and Report Forms
for
Area Education Agencies
and
State Operated Programs**

**To be used with
Programs Supported with funds available under the**

**Individuals with Disabilities Education Act
(I.D.E.A.)**

**Part B, 611
Part B, 619**

Individuals with Disabilities Education Act (I.D.E.A.) Plan/Application, Amendment and Reporting

General Overview:

This is a general overview of the steps involved in the application, amendment and reporting processes related to programs and services that will be described in the plan/application.

I. Announcement of Entitlement or Grant Amounts.

At the earliest possible date estimates of entitlements or grant amounts will be made available to subrecipient applicant agencies. This provides planning time for the entire program of services of which the federally supported projects are a part. There are entitlements or grants under I.D.E.A., Part B, Section 611 and Section 619. Under I.D.E.A., there are mandated amounts that flow to subrecipient agencies and there are discretionary programs. Virtually all of these are subject to this approval process.

When the State Education Agency (SEA) receives official notification of funding, usually a grant award document, a written notification indicating the official amount of entitlement/grants will be forwarded to agencies along with the appropriate application forms. In some cases where applications have already been submitted on the basis of an estimate of entitlement/grant, the applicant should submit an amendment request reflecting the actual entitlement or grant.

II. Review of the Plan/Application

There are three parts to the Plan/Application. Parts I and II address the Utilization of Funds requirement by providing information regarding personnel, services, and activities to be supported under the project. Part III Assurances are "boiler plate" statements that assure the SEA that the applicant agency operates in a manner consistent with the stated federal requirements. Policies and Description of Procedures are provided to the Department through a different process and are not a part of this Plan/Application.

Each section will be reviewed by the appropriate Department of Education staff. If questions or concerns arise during this review process the applicant will most likely be contacted by telephone for clarification and may be required to submit additional documentation or provide a written explanation addressing any areas of concern. If warranted, certain issues may require a written notice from the Department of Education, identifying the area(s) of concern and requesting in writing explanations, clarification or modifications. Such written notices and attendant responses are directed at ensuring that the Plan/Application and Applicant Agency programs, policies and procedures meet federal and state requirements and result in an approvable Plan/Application.

III. Approval

Once the Plan/Application has been reviewed and is in approvable form, the applicant agency will be forwarded a letter of approval. The letter will be accompanied by an approval notice containing additional information. Additionally, information will include the approved amount, assigned project number, operational period, and the C.F.D.A. (Catalog of Federal Domestic Assistance) number related to the fund source. A complete copy of the approved application and a Quarterly Report of Expenditures and Request for Funds packet will be included.

IV. Reports

As previously mentioned you will receive with the approval a Quarterly Report of Expenditures and Request for Funds packet. This quarterly reporting form is a financial reporting document on which that agency will report current quarter expenditures and cumulative expenditures and request advance funding for the next quarter. The quarterly reporting periods are as follows:

January 1 - March 31	Report due April 30
April 1 - June 30	Report due July 30
July 1 - September 30	Report due October 30
October 1 - December 31	Report due January 30

These quarterly reporting periods and due dates are to be followed regardless of the beginning and ending dates of the approved Plan/Application. **The Quarterly reports will not include the LEA flowthrough amount. Those project amounts will be handled through a different reporting and payment schedule.**

. A Final Report utilizes the form for Part I of the application and the Part II narrative outline at the very end of this packet. The final report is due 45 days following the ending date stipulated in the approval notice and in the cover letter accompanying the final report packet.

V. Amendments

During the operational period of the Plan/Application several factors may arise which would necessitate modifications to the approved Plan/Application, such as a supplemental federal appropriation, personnel or staff changes, revised priorities regarding utilization of funding, and adjustments in other fund sources.

Amendment requests shall be in writing. Such requests will identify the specific part(s) of the Plan/Application affected and describe the changes requested. Requests should include when practicable the specific part of the Plan/Application as it would be amended. As an example, the most frequent amendment requests are related to budget and personnel. These can often be addressed by submitting the revised budget pages and an amendment request letter that provides a description of the requested changes.

Amendment requests, depending on the area(s) affected, will be processed by Bureau staff in a manner similar to the approval process. A written response to the request will be forwarded.

VI. Payments

In order for a subrecipient **to receive funds** under this program they must meet the conditions stated below. Payments will be based the quarterly report of expenditures and request for funds document previously mentioned.

Requirements:

1. **Must have submitted an application in substantially approvable form for the project year**
2. **Must have submitted a signed Statement of Assurance covering the school year.**
3. **Must have submitted an acceptable final report on the previous year's project.**

APPLICATION INSTRUCTIONS
For Completion of PLAN/APPLICATION
For I.D.E.A.

TO BE COMPLETED BY APPLICANT AGENCY

Included with this application packet is a Checklist that lists the required contents of a local education agency application. This Checklist is designed to assist in the preparation of this Plan/Application. Please note that the applicants Policies and Description of Procedures are being addressed through utilization of existing plans or documents.

PART I. GENERAL INFORMATION AND UTILIZATION OF FUNDS)

PAGE 1

- A. Title of Project:** Enter a brief descriptive title that will be useful in referring to this project. Limit this title to 40 characters including punctuation and spaces. Use abbreviations if necessary.
- B. Applicant Agency:** Enter the legal name and complete address of the applicant agency and the administrator of the applicant agency.
Include this individual's e-mail address.
- C. Project Director:** Enter the name and other identifying information of the contact person directly responsible for project services. This person is usually the Director of Special Education or a designee. *Include this individual's e-mail address.*
- D. Other Funding Sources:** Indicate the amounts and sources of other funds used to support activities or personnel within this project, "Local" sources include local tax based funds; "State" sources include state tax-based funds. If funds are provided from other Federal sources, specify the program title. "Other" sources may be from private foundations of other nonpublic sources.
- E. Project Duration:** Enter the operational period of this project in month/day/year fashion, i.e., 09/01/90.
- F. Maintenance of Fiscal Effort:** These dollar figures should be the Applicant Agency's Total Dollars spent or budgeted in the area of Special Education Support Services decreased by any funds received under I.D.E.A.. Use budgeted figures for current year and actual expenditures for First Preceding Year.
- G. Type of Form:** Indicate by check in the appropriate space whether this form is being used as a **Project Application, Project Amendment, or Final Report.**

PAGE 2

- A. Children Receiving Services:** Enter a count of children by the age groups specified, a total for ages birth through five and by primary disability for ages six and above who will receive (or did receive for report purposes) one full day or more of direct instruction and/or related services through the expenditure of requested project funds. Use whole numbers; do not use fractions.
- B. Justification: Equipment Purchases, Building Modification(s):** Present a justification on page 3 for any instructional equipment or other equipment with a **unit acquisition cost of \$5000.00 or more** that you propose to purchase with project funds. Also, provide a description and justification for any capital outlay involving building modifications. If additional space is required, utilize blank pages and attach to Plan/Application.
- C. Listing of Contracted Services:** Provide a complete listing of contracted services that are to be funded under this project. Include the name of the agency or individual contracted with, a description of the service(s) that are to be provided, and the amount of the contract.

PAGE 3

- A. Proposed Purchases of Equipment:** Provide a complete listing of proposed equipment purchases within the project budget. Information required is stipulated on the form.

PAGE 4

- A. Line Item Expenditures:** Include the total amount of I.D.E.A. funds requested (or if a report, expended) for this project. Each line item represents a broad series of expenditures.

Enter under salaries (column 3), all salaries to be paid directly by the applicant agency from Federal funds being requested on this form. Contracted services to be purchased from other agencies or companies for specific services to be performed should be reported in column (4).

Since I.D.E.A. is a "restricted indirect cost program," no indirect or administrative charges can be allowed unless an official percentage has been established with the Bureau of Administration and Accreditation of the Department of Education for the year in which this project will be operational.

PAGE 5

- A. Project Itemized Budget:** Present an expenditure breakdown for each of the applicable expenditure account categories by listing the costs for the specific services and/or products that are to be acquired with project funds. Detail the type (by title) and number (F.T.E. of Personnel) to be paid with project funds, whether directly or by contract.

Please make a further breakdown of the personnel by the category, i.e., Support, Instructional, Secretarial/Clerical/Other. An example of a budget is included with these instructions.

PART II. UTILIZATION OF FUNDS NARRATIVE

Section A, Subsection 1: Provide a description of the objectives of this project; the activities to be conducted to achieve the objectives and the method to be utilized to evaluate the degree of achievement related to the planned objectives. Each objective listed should be specific enough to indicate the type of activity necessary to achieve it.

Section A, Subsection 2: Provide a description of the activities, programs and services which will be supported under this project and how these will be executed to achieve the project objectives. Include such items as staff assignments, number of children in each activity, facilities to be used, specific resources, methods and procedures to be employed in conducting the activities.

Section A, Subsection 3: Provide a description of the specific appropriate evaluation methods and procedures to be employed to evaluate the degree of attainment of the project's objectives. List the evaluation procedures that are appropriate to the service. Describe the pre, during, and post evaluation methods, resources, and personnel to be utilized in the evaluation of your agency's project.

An example of a completed Part II can be found in the Appendix A to these instructions. The example is merely one of the methods of organizing the description of project activities.

PART III, ASSURANCES

Part III contains all the annual assurances that a subrecipient agency must provide the State Education Agency. Please review these assurances carefully to insure that your agency has the proper policies and procedures in place to meet the requirements addressed in these assurances. After you have carefully reviewed these have the appropriate authorized official in your agency sign and date the assurances on page four of Section III, Assurances.

THREE COMPLETE COPIES MUST BE SUBMITTED TO THE DEPARTMENT OF EDUCATION FOR REVIEW AND APPROVAL.

**John R. Lee, Administrative Assistant
Special Education Fiscal and Data Services
Iowa Department of Education
Grimes State Office Building
East 14th and Grand
Des Moines, Iowa 50319-0146
Telephone (515)-281-3176
FAX# (515)-242-6019**

CONSOLIDATED PROJECT BUDGET/APPLICATION

APPLICATION: Give projected expenditure for each applicable line item

Report: Give actual expenditures

1	2	3	4	5	6
Expenditure Account	Acct. Number	Salaries	Contracted Services	Other Expenditures	Total
1. Administration	100		*		\$
2. Instruction	200	708,500.00	381,000.00*		1,089,500.00
Materials & Supplies (consumables)	210			15,000.00	15,000.00
Inservice	220		*		
3. Attendance Services	300		*		
4. Diagnostic Health Serv.	400		*		
5. Pupil Transportation	500		*	6,000.00	6,000.00
6. Operation of Plant	600		2,500.00*	1,700.00	4,200.00
7. Fixed Charges	700		*	166,500.00	166,500.00
8. Food Services	800		*		
9. Student Body Activities	900		*		
10. Community Services	1000		*		
11. SUBTOTAL.		(sum of Lines 1-10)			\$1,281,200.00
12. Restricted Indirect Cost	RATE	2.50 %	MULTIPLIED BY	SUBTOTAL	32,030.00
13. Building Modification	1220C				\$ **
14. Equip for Instruction	1230C				3,000.00 **
15. All Other Equipment	1230				**
16. Total AEA Portion				Total Lines 11-15.	1,316,230.00
17. LEA Subgrants	1300	175,000.00			
18. Total Program Budget (Sum of Lines 16 AEA Portion-and 17 LEA Flow through)			Grand Total	\$	1,491,230.00

*For any expenditure in this category, provide a listing of the contracted services obtained in this project.

**For any expenditure in this category, provide a justification and listing of the equipment or building modification costs to be charged to this project.

**PROJECT
ITEMIZED BUDGET
Fiscal 2006 to 2007**

EXAMPLE

Account Number	Item of Personnel or Services	Direct Expenditures		Contracted Services		Other Expenses	Totals
		FTE	Amount	FTE	Amount		
100	(Admin.) Restricted Indirect Cost					32,030.00	32,030.00
200	Support Personnel:						
	Psychologists	6.0	102,000.00	3.0	51,000.00		
	Speech Clinicians	4.0	68,000.00	1.0	17,000.00		
	Hearing Clinicians	1.0	17,000.00	0.5	8,500.00		
	Preschool Consultant	2.0	30,000.00	1.0	15,000.00		
	Social Workers	4.0	15,000.00	0.5	7,500.00		
	O.T.	0.5	7,500.00	0.5	7,500.00		
	Support Service Aides	6.0	42,000.00	3.0	21,000.00		
200	Instructional Personnel:						
	Center-based Teachers	15.0	225,000.00	10.0	150,000.00		
	Center-based Aides						
	Home Interventionists	10.0	150,000.00	50.0	75,000.00		
	Itinerant Teachers:						
	Hearing Impaired	0.5	7,500.00	0.5	7,500.00		
	Visually Impaired	0.5	7,500.00	0.5	7,500.00		
200	Secretarial/Clerical/Other						
	Secretary	3.0	30,000.00	1.0	10,000.00		
	Toy Lending Librarian	1.0	7,000.00	0.5	3,500.00		
	TOTAL 200 Instruction	50.5	708,500.00	27.0	381,000.00		1,089,500.00
210	Instructional Materials & Supplies: (Consumable) Consumable Classroom & Teacher Supplies; workbooks Instructional kits, etc.					15,000.00	
	TOTAL 210					15,000.00	15,000.00
500	Pupil Transportation:						
	Parent mileage				2,000.00		
	Metro Bus. Co.				4,000.00		
	TOTAL 500				6,000.00		6,000.00

**PROJECT
 ITEMIZED BUDGET
 Fiscal 2006 to 2007**

		Direct Expenditures		Contracted Services			
Account Number	Item of Personnel or Services	FTE	Amount	FTE	Amount	Other Expenses	Totals
600	Facilities Cost:				2,500.00		
	Facility Rental					200.00	
	Insurance					1,500.00	
	Utilities						
					2,500.00	1,700.00	4,200.00
700	Fixed Charges:	50.5	120,500.00	27.0	64,000.00		
	Fringe Benefits						
	FICA, IPERS, Work-						
	man's Compensation						
	Insurance						
	TOTAL 700	50.5	120,500.00	27.0	64,000.00		166,500.00
1230C	Equipment for Instruction						
	i.e., overhead projectors					500.00	
	student chairs & tables					2,500.00	
	TOTAL 1230C					3,000.00	3,000.00
	Subtotal AEA Portion						1,316,230.00
1300	LEA Subgrants					175,000.00	175,000
	GRAND TOTAL BUDGET	50.5	829,000.00	27.0	453,500.00	194,700.00	1,491,230.00

State of Iowa
DEPARTMENT OF EDUCATION
Bureau of Special Education
Grimes State Office Building
Des Moines, IA 50319-0146

FEDERAL FINANCIAL ASSISTANCE FOR THE EDUCATION OF INDIVIDUALS WITH DISABILITIES
UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT
APPLICATION, AMENDMENT, AND REPORT FORM

PART I: GENERAL INFORMATION AND USE OF FUNDS

FOR COMPLETION BY APPLICANT AGENCY			
A. TITLE OF PROJECT 2006-07:			
B. APPLICANT AGENCY		TYPE OF FORM	CHECK ONE
		APPLICATION	xxxxxx
1. Name of Administrator (Last, First, Middle Initial)		APPLICATION AMENDMENT	
2. Name of Agency		FINAL REPORT	
3. Number and Street			
4. City State Zip Code			
5. Area Code Number Ext.			
<u>6. E-mail Address:</u>			
C. PROJECT DIRECTOR			
1. Name of Director (Last, First, Middle Initial)			
2. Name of Agency			
3. Number and Street			
4. City State Zip Code			
5. Area Code Number Ext.			
<u>6. E-mail Address:</u>			
D. OTHER FUNDING SOURCES			
1. Local \$			
2. State			
3. Other Federal Title (Specify)			
4. Other			
5. TOTAL \$			
E. PROJECT DURATION		C.F.D.A.#	DE USE ONLY
FROM:	TO:	84.027	PART B, I.D.E.A.
<u>07 /01 /2006</u>	<u>06/ 30 /2007</u>	84.173	619, I.D.E.A.
		84.181	Part C, I.D.E.A.
\$	\$		OTHER
			OTHER

A. Children Receiving Project Services

Application: Give estimated figures in appropriate spaces below

Report: Give actual unduplicated figures at conclusion of project operational period

	0-2 Years	3-5 Years	5-17 Years	18-21 Years	Total
1. Mental Disabilities	XXXXXXXXXX	XXXXXXXXXX			
2. Learning Disabilities	XXXXXXXXXX	XXXXXXXXXX			
3. Behavioral Disorders	XXXXXXXXXX	XXXXXXXXXX			
4. Other Health Imp.	XXXXXXXXXX	XXXXXXXXXX			
5. Orthopedically Imp.	XXXXXXXXXX	XXXXXXXXXX			
6. Visually Impaired	XXXXXXXXXX	XXXXXXXXXX			
7. Hearing Impaired	XXXXXXXXXX	XXXXXXXXXX			
8. Autism	XXXXXXXXXX	XXXXXXXXXX			
9. Speech/Lang. Imp.	XXXXXXXXXX	XXXXXXXXXX			
10. Deaf/Blind	XXXXXXXXXX	XXXXXXXXXX			
11. Severe & Profound	XXXXXXXXXX	XXXXXXXXXX			
12. Multi-Handicapped	XXXXXXXXXX	XXXXXXXXXX			
13. Head Injury	XXXXXXXXXX	XXXXXXXXXX			
14. Non-Categorical	XXXXXXXXXX	XXXXXXXXXX			
TOTALS					

B. Justification: Equipment Purchase, Building Modification(s)

Give justification for any capital outlay item included in proposed project budget. (Expenditure Account 13-14-15)

C. Listing of Contracted Services

Provide a listing of contracted services that are to be supported with project funds. Give the name of the agency or individual contracted with and the service(s) they are to provide for the applicant agency.

Proposed Purchase of Equipment

This form is to be completed and forwarded with the project application or amendment if the proposal provides for the purchase of any equipment. Justification of these proposed purchases must be presented on page 2, Item B of Part I of the project application form. A complete listing of all items along with the other information requested relative to these items should be presented on this form.

Item Description	Vendor	Quantity	Estimated Item Cost	Total Cost
			Page Total	

CONSOLIDATED PROJECT BUDGET/APPLICATION

APPLICATION: Give projected expenditure for each applicable line item

Report: Give actual expenditures

1	2	3	4	5	6
Expenditure Account	Acct. Number	Salaries	Contracted Services	Other Expenditures	Total
1. Administration	100		*		\$
2. Instruction	200		*		
Materials & Supplies (consumables)	210				
Inservice	220		*		
3. Attendance Services	300		*		
4. Diagnostic Health Serv.	400		*		
5. Pupil Transportation	500		*		
6. Operation of Plant	600		*		
7. Fixed Charges	700		*		
8. Food Services	800		*		
9. Student Body Activities	900		*		
10. Community Services	1000		*		
11. SUBTOTAL.		(sum of Lines 1-10)			\$
12. Restricted Indirect Cost	RATE	%	MULTIPLIED BY	SUBTOTAL	
13. Building Modification	1220C				\$ **
14. Equip for Instruction	1230C				**
15. All Other Equipment	1230				**
16. Total AEA Portion				Total Lines 11 - 15.	
17. LEA Subgrants	1300				
18. Total Program Budget (Sum of Lines 16 AEA Portion -and 17 LEA Flow Though) Grand Total					\$

*For any expenditure in this category, provide a listing of the contracted services obtained in this project.

**For any expenditure in this category, provide a justification and listing of the equipment or building modification costs to be charged to this project.

PROJECT
ITEMIZED BUDGET
Fiscal 2006 to 2007

Account Number	Item of Personnel or Services	Direct Expenditures		Contracted Services		Other Expenses	Totals
		FTE	Amount	FTE	Amount		

PROJECT
ITEMIZED BUDGET
Fiscal 2006 to 2007

Account Number	Item of Personnel or Services	Direct Expenditures		Contracted Services		Other Expenses	Totals
		FTE	Amount	FTE	Amount		

**I.D.E.A.
APPLICATION FOR FEDERAL FINANCIAL ASSISTANCE, Part II
Part II, Utilization of Funds
NARRATIVE**

**SECTION A: DESCRIPTION OF PROJECT OBJECTIVES, ACTIVITIES, TIMELINES AND
EVALUATION**

Each objective listed in this section of the application should be specific enough to indicate the type of activity needed to achieve it. A long range program may have GENERAL objectives in broad categories, such as Remedial Instruction, Reading, Health and Recreation, Social and Cultural Development, Vocational Training, Food Services, and others; however, a Federal project must have SPECIFIC objectives which are attainable through educational activities and by providing necessary services to designated children.

SUBSECTION (1) - Statement of each major project objective

SUBSECTION (2) - Description of activities to accomplish the listed objectives in Subsection 1 of Section A.

Include staff assignments to accomplish activities, number of children in each activity, school facilities, equipment and materials to be used, specific resources, methods and procedures to be employed in carrying out activity, and special arrangements for participation of parents and inservice training of staff.

SUBSECTION (3) - Criteria for Evaluation

List specific evaluation procedures that are appropriate to the service to be provided and are consistent with the project objectives listed in Section A, Subsection 1 of this section. (Describe the pre, during, and post evaluation methods and instructions to be used, and identify the personnel and other resources to be employed in the evaluation of your project.)

PART III. ANNUAL ASSURANCES
2006-2007

DUE DATE: JULY 1, 2006

Individuals with Disabilities Education Act
Part III, Annual Assurances

AGENCY:_____

Policies Consistent with Statutes. Section 613 (20 USC 1413)

This applicant agency hereby assures that the activities covered by this application will be administered and implemented in accordance with all applicable statutes, regulations, program plans, and applications. Including procedural safeguards as required by this act, State Statutes, Iowa Rules of Special Education, and this State's Eligibility Document. The procedural safeguards in question relate to least restrictive environment, due process, nondiscriminatory testing, and evaluation and area detailed in Section 614 of the Act

Excess Cost and Non-Supplanting. Section 613 (20 USC 1413)

This applicant agency hereby assures the State Education Agency (SEA) that the expenditure of funds provided to said applicant agency under this Act (i) shall be used to pay only the excess costs directly attributable to the education of children with disabilities, (ii) shall be used to supplement and to the extent practicable, increase the level of state and local funds expended for the education of children with disabilities and in no case to supplant such state and local funds, except as provided under 34 CFR 300.233. (20USC, 1401(7), 1413(a)(2)(A))

Information for the State Education Agency (SEA).

This applicant agency hereby assures that it will provide the State Education Agency such information as may be required for the SEA to carry out their respective duties under Part B of the Act. Specifically the applicant agency assures that it will comply with and provide information related to, the performance of children with disabilities participating in programs carried out under Part B of the Act. The information required addresses the requirements in the Act, Performance Goals and Objectives and Participation in general State and district-wide assessments. Additionally, if the applicant supports with Part B funds a system of early intervening services as described in Section 613 (f), all information required under that component of the Act will be collected and reported to the SEA.

76-701: Control of Funds.

This applicant agency hereby assures that the control of funds provided to this agency under this application and title to property acquired with those funds will be in a public agency and that this public agency will administer those funds and property.

76-702: Fiscal Control and Accounting Procedures.

This applicant agency hereby assures that appropriate fiscal control and accounting procedures will be used to insure proper disbursement of, and accounting for, federal funds paid to this agency under this application. . (USC 20, Sec. 1232e (b)).

76-722 & 730: Records and Reports.

This applicant agency hereby assures that it will (i) Make reports to the state educational agency or board and to the Director as may reasonably be necessary to enable the state agency or board and the Director to perform their duties; (ii) Maintain records including records under Section 436 of G.E.P.A. and provide access to those records as the state educational agency or board or the Director decides is necessary to perform their duties. . (USC 20, Sec. 1232e (b)).

1232e (b)(5): Planning and Participation.

This applicant agency hereby assures that it will provide reasonable opportunities for participation by teachers, parents, and other interested agencies, organizations, and individuals in the planning for and operation of this program. . (USC 20, Sec. 1232e (b)).

1232e (b)(6): Availability of Application, Plans, Reports.

This applicant agency hereby assures that this application, evaluation, and any periodic project plan or report relating to this project will be readily available to parents and other members of the general public. . (USC 20, Sec. 1232e (b)).

PART III. ANNUAL ASSURANCES
2006-2007

Section 613 (a)(6)(B): Purchase of Instructional Materials for Visually Impaired.

If the applicant agency chooses to not coordinate with the National Instructional Materials Access Center the acquisition and provision of instructional materials for visually impaired children and youth, the applicant agency hereby assures the State Education Agency that it will provide such instructional materials to visually impaired children and youth in a timely manner.

1232e (b)(8): Acquisition, Dissemination of Information.

This applicant agency hereby assures that it has established effective procedures for (i) Acquiring and disseminating to teachers and administrators participating in this program, significant information from education research, demonstrations, and similar projects, and (ii) Adopting promising educational practices developed in this project. . (USC 20, Sec.1232e (b)).

1232e (b)(9): Use of Funds (General).

This applicant agency hereby assures that none of the funds expended under any applicable program will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity or its employees or any affiliate of such an organization. . (USC 20, Sec.1232e (b)).

76.500: Federal Statutes and Regulations on Nondiscrimination.

This applicant agency hereby assures the state education agency that it will comply with the following statutes and regulations.

Subject	Statute	Regulation
Discrimination on the basis of race, color, or national origin.	Title VI of the Civil Rights Act of 1964 (45 U.S.C. 2000d through 2000d-4).	34 CFR Part 100
Discrimination on the basis of sex.	Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683).	34 CFR Part 106
Discrimination on the basis of disability.	Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) as amended by the Rehabilitation Act Amendments of 1992.	34 CFR Part 104
Discrimination on the basis of age.	The Age Discrimination Act (42 U.S.C. 6101 at seq.).	45 CFR Part 90

76.910: Cooperation with Audits.

This applicant agency hereby assures the State and Area Education Agencies that it will cooperate with the U.S. Secretary of Education and the Comptroller General of the United States or any of their authorized representatives in the conduct of audits authorized by federal law. This would include access without unreasonable restrictions to records and personnel for the purpose of obtaining relevant information.

PART III. ANNUAL ASSURANCES
2006-2007

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION;
LOWER TIER COVERED TRANSACTIONS**

- (1) By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-- Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to check the nonprocurement list.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pp. 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

PART III. ANNUAL ASSURANCES

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- (b) Establishing an ongoing drug-free awareness program to inform employees about--
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will--
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted--
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

 CERTIFICATION AND ASSURANCE

I CERTIFY that to the best of my knowledge, the information contained in this application is correct and complete and that the applicant agency named in Part I has authorized me, as its representative, to give the above assurances and to file this application.

 SIGNATURE OF AUTHORIZED APPLICANT AGENCY OFFICIAL

DATE

 TYPED NAME OF AGENCY OFFICIAL

TITLE

APPLICANT AGENCY